


## Search Types

Users are able to perform searches on Dockets and Documents in FDMS. The following are the main types of searches available in FDMS.

### Quick Search

You can perform **Quick Searches**, including **Full Text Searches**, using the search bar located at the top right corner of the screen.

(A) To perform a Quick Search, enter the **Search Term** (e.g. partial or full ID, Title) then click the  icon or press **Enter** on your keypad to retrieve the results.

(B) Click the  icon for more search options.

(C) Select **Dockets** or **Documents** from the dropdown.

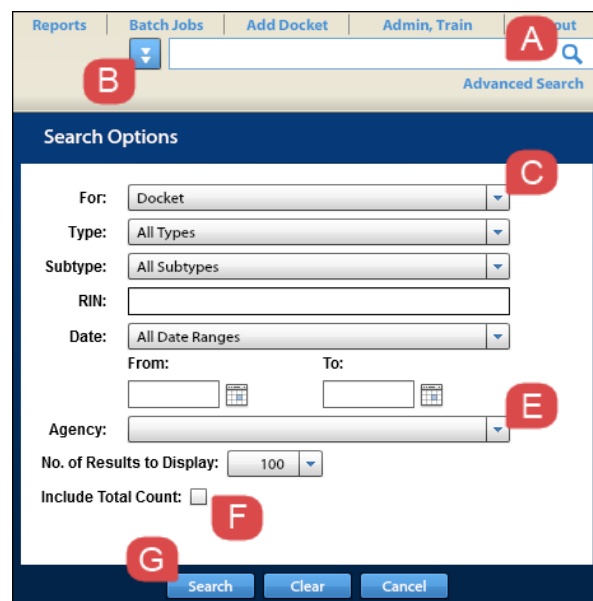
(D) The search options are specific to the Docket or Document Type selected. Select the desired search options.

(E) Click on the **Agency** dropdown to select the desired agency.

**Note:** The search term entered in the search bar can be used with the search options.

(F) Click the **Include Total Count** check box to view the total number of search results.

(G) Click the **Search** button to start the search.



The screenshot shows the 'Advanced Search' form. Callout A points to the search bar at the top right. Callout B points to the dropdown menu icon. Callout C points to the 'For:' dropdown menu. Callout D points to the 'Type:' dropdown menu. Callout E points to the 'Agency:' dropdown menu. Callout F points to the 'Include Total Count' checkbox. Callout G points to the 'Search' button.


Figure 1: Quick Search Options

### Docket and Document List Search

The smart search bar is used to narrow results in the Docket and Document list.


(A) Enter the search term (e.g. full or partial ID, Title, Type, or Status) in the search bar. The results in the list will auto-filter as the search term is entered.

**Note:** The smart search bar is also available in the Document List in folder contents view (see **Document Folder Search** section of your student guide)


(B) Refine the search results further by clicking the  icon to view more search options. Once the applicable options are selected, click **Filter** to retrieve the results.

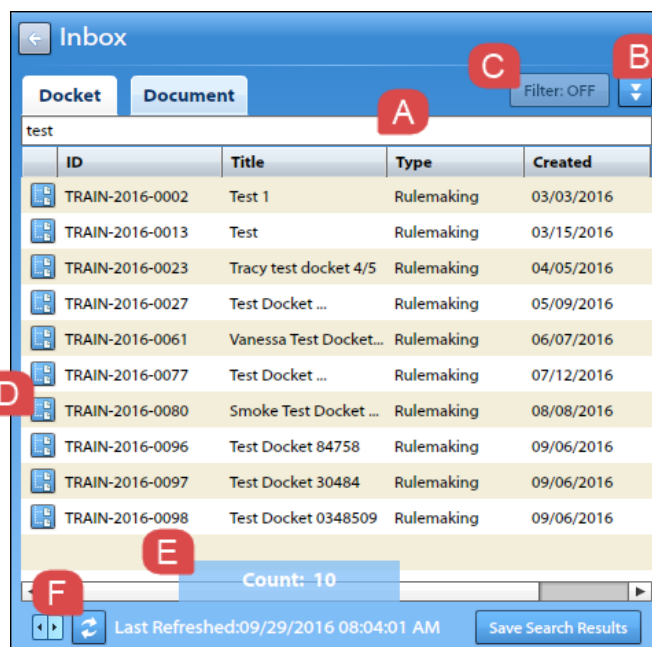
**Note:** The search options differ between Dockets and Documents.

(C) Click the **Filter:Off** button to toggle the filter On/Off.

(D) To access the **Docket Tree** and view the Docket contents, click the  icon.

(E) The **Count** reflects the total number of Dockets or Documents in the list.

(F) Click the  icon to **Refresh** the page and to display the most recent information. With each page refresh, the date and time stamp is updated.



The screenshot shows the 'Inbox' view with a table of search results. Callout A points to the search bar. Callout B points to the 'Filter: OFF' button. Callout C points to the dropdown menu icon. Callout D points to the 'Docket' icon. Callout E points to the 'Count: 10' label. Callout F points to the 'Refresh' icon.

ID	Title	Type	Created
TRAIN-2016-0002	Test 1	Rulemaking	03/03/2016
TRAIN-2016-0013	Test	Rulemaking	03/15/2016
TRAIN-2016-0023	Tracy test docket 4/5	Rulemaking	04/05/2016
TRAIN-2016-0027	Test Docket ...	Rulemaking	05/09/2016
TRAIN-2016-0061	Vanessa Test Docket...	Rulemaking	06/07/2016
TRAIN-2016-0077	Test Docket ...	Rulemaking	07/12/2016
TRAIN-2016-0080	Smoke Test Docket ...	Rulemaking	08/08/2016
TRAIN-2016-0096	Test Docket 84758	Rulemaking	09/06/2016
TRAIN-2016-0097	Test Docket 30484	Rulemaking	09/06/2016
TRAIN-2016-0098	Test Docket 0348509	Rulemaking	09/06/2016

Figure 2: Search Results in Inbox

## Advanced Search

**Advanced Search** allows users to utilize different search criteria in order to refine and obtain specific search results.

(A) Click the **Advanced Search** link located beneath the Quick Search bar in the top right corner of the screen.

(B) Select the appropriate radio button to search for either Documents or Dockets.

(C) From the **No. of Results** dropdown, select the desired number of results. Users can yield up to 10,000 results at a time.

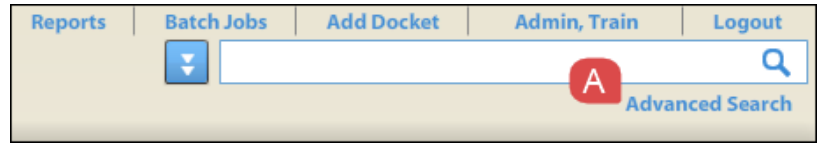


Figure 3: Advanced Search link

Figure 4: Advanced Search screen

(D) Click the **Modify** button to the right of the **text for all these words** field to narrow the metadata fields that will be searched.

(E) Type a full or partial ID in the search box. Click the **Modify** button to the right of the **has an ID number** field to select the type of ID field/s that will be searched.

(F) Select the appropriate radio button (**Date Range** or **Specific Date**) next to the **date(s)** field and from the dropdown, choose the desired Date option.

(G) Under the **Narrow your results by** section, the **Agency** field defaults to your agency. Select the desired agency from the **Agency** dropdown to search other agencies' Dockets and Documents.

(H) All Document **types** are searched by default, but specific type(s) can be searched by checking one or more checkboxes.

(I) Click on the **Modify** button next to the Subtype field to select a subtype(s).

**Note:** Document Subtypes vary by selected Document Type(s).

(J) Narrow your search by selecting a **Status** from the dropdown.

(K) Select the desired **Posting Restrictions** from the dropdown. The **Posting Restriction Reason** becomes an active field when a restriction is selected; choose the applicable reason.

(L) Users can utilize **Authors** and **Topics** fields to narrow their search results.

(M) Under the **Search Submitter Information fields** sub-section, **Submitter First Name**, **Submitter Last Name**, and **Submitter Organization** fields can be used to further narrow the search for Public Submissions, Supporting Material, and Other document types.

(N) Once the desired fields are selected, click the **Search** button to conduct the Advanced Search. The results are displayed in the Docket or Document List.

**Note:** Click the **Clear All** button to the left of the Search button to clear the fields/restore default search settings.